



COUNTY OF STILLWATER

State of Montana

Environmental Health Department

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Non-profit Short Term Permit

(Valid only on Dates and Event Listed Below)

*Please complete this form and return it to your Sanitarian's Office
at least one week before your event of function.*

This is to acknowledge that an authorized representative has received the educational material provided by Stillwater County Environmental Health Department concerning the operation of a Non-profit Short Term Permit: specifically, that the authorized representative understands proper method of food handling, storage, and service, and understands that he/she is responsible for the sanitation standards of this food function.

Organization: _____

Contact Individual: _____

Address: _____ Phone: _____

Event: _____ Location: _____

Date: _____

I certify that the above named organization is nonprofit and is tax-exempt as allowed under 26 USC 501.

Authorized Representative Signature:

_____ **Date:** _____

Proposed Menu
(foods must be purchased from approved sources)

Environmental Health Department Comments

Issued By: _____ Date: _____

Stillwater County Environmental Health Department Authority

(Please see questions on the back page)

Will a hand washing sink be available _____ Yes _____ No

Will gloves be available _____ Yes _____ No

Will a thermometer be available to check temperatures _____ Yes _____ No

How will a product be thawed?

How will food contact surfaces be sanitized?

Where will the food items be prepared (Please note food can not be prepared in a person's home must be prepared on-site or in a licensed establishment)?

How will a food product be reheated?

How will hot food be held at 135 °F or above?

How will cold food be held at 41°F or less?

POTENTIALLY HAZARDOUS FOOD – Is any perishable food that is natural or synthetic in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

Guidelines for Safe Food Handling

1. All food, including ice, must come from an approved source or from an inspected facility. No home canned foods, unpasteurized milk, egg products, and un-inspected meats will be allowed.
2. Proper holding temperatures: 135°F or hotter – 41 °F or colder.
3. Heat/reheat to 165 °F rapidly (within ½ hour) in an uninterrupted process.
4. A metal stem food thermometer (0°F – 220°F) must be available to check temperatures.
5. Proper thawing procedures:
 - Thaw under cold, running water (less than 70°F).
 - Thaw in a refrigerator (41° or below).
 - Thaw in a microwave over as part of an uninterrupted cooking process.
6. Hands must be washed thoroughly before handling food and after visiting a restroom, smoking, eating, drinking, or handling raw meats, garbage, soiled linens, or dirty linens, or dirty dishes. If handsinks are not available, food handler gloves must be worn and duties divided among food handlers to eliminate cross-contamination. Disposable food handler gloves must be worn when handling or serving ready to eat foods.
7. Keep the handling of raw products separate from the handling of cooked or finished products.
8. Don't allow cooked or finished product to be handled with unwashed hands. Use gloves.
9. Clean and sanitize food contact surfaces frequently throughout the day and always after contact with raw meats.
10. Don't let anyone with a skin infection, open wound, cold or communicable disease handle food.
11. Wash all raw fruits and vegetables before being cooked or served.
12. Properly clean and sanitize all utensils and dishes in a 3-compartment sink using a wash tank with hot water and detergent, a rinse tank with hot, clean water, and sanitizing tank with either a chlorine, iodine, or quaternary ammonia solution (i.e. 1 capful of bleach per gallon of water).

Safe Food Handling Requirements

All food and produce vendors must have minimum contact with exposed foods with bare hands by using single use gloves, deli tissues, spatulas, tongs, or utensils.

Health Requirement

In accordance with the Administrative Rules of Montana (ARM) Title 37, Chapter 110, Subchapter 2 37.110.210 (1) No person, while infected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, an infected wound, diarrheal illness or acute gastrointestinal illness or an acute respiratory infection, shall work in a food service establishment in any capacity in which there is likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons. Food employees experiencing persistent sneezing, coughing or runny nose that causes discharges from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils, and linens, or unwrapped single-service or single use articles.

Hand Washing

Hands must be washed in accordance with the Administrative Rules of Montana Title 37, Chapter 110, Subchapter 2 37.110.210 (4).

Thorough and frequent hand washing is the cornerstone for a safe food-handling program. Since “ready to eat foods” are directly consumed by the public, it is imperative that ready to eat food be free from contamination. To achieve this, ready to eat food shall be prepared or assembled with clean washed hands. A properly used barrier between hands and ready to eat food provides an extra level of protection.

Each vendor that prepares samples or provides non-package food must have portable hand wash facilities at the booth. Minimum requirements would include a container of water, with an adequate supply of water, which flows freely from a tap or spigot. The spigot must be a type, which will stay in an open position without being held so that both hands can be washed at once. The facilities also must include a catch bucket for the water, soap and single service towels.

